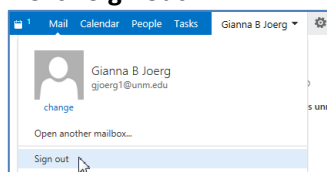


### Navigation Bar


Use to navigate between Mail and the Calendar.


### Logging Out

To log out of the Web App, click your name on the Navigation bar. Click **Sign out**.



### Turn On/Off Reminders

1. Click Settings icon,  then click **Options**.
2. Click **settings**, then click **calendar**.
3. In the Reminders section, indicate preferences.
4. Click **save** when done.

To get back to your mailbox, click .

### Reminders

When Reminders are set, they will automatically open when you login.

Click either **Dismiss All**, **Dismiss**, or **Snooze** to clear Reminders. To view reminders again, click **Reminder**



### Filter Read/Unread Messages

- To view unread messages only, click **unread** at the top of the message list.
- To view all messages, both read/unread, click **all**.



### Search for Message

1. Open Inbox or folder to be searched.
2. Type **search word** into Search field and then press **<Enter>**. (or click Magnifying glass)  
To clear search, click the **X** in the search box.

### Read Message

- Click to open the message.

### Close/Open Reading Pane

- Click Settings icon,  then **Display Settings**. Click **reading pane** and choose layout. Click **OK**. 

### Reply to Message

1. From within an open message, click **Reply** or **Reply All**.

2. Complete the message and click **Send**. 


### Forward a Message

1. From within an open message, click **Forward**.
2. Complete the message and click **Send**.

## Delete Message(s)

- Click the message and press the <Delete> key.
- Alternatively, right-click and choose **delete**.
- To delete multiple messages, press and hold <Ctrl> and then click each message to be deleted. Press the <Delete> key.

## Send Message

1. Click **new mail**. 
2. Type first or last name in the To field.
3. Click name or press <Enter>.

**Note:** To display more names, click **Search Contact and Directory**.

 Search Contacts & Directory

4. Type a **Subject** and a **Message** in the body.
5. Click **Send**.

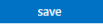
## View Message Attachment


To view an attachment, click the attachment link below the header. Close when done viewing.

## Save Attachment

1. From within the message, open attachment.
2. Click the **File** and **Save**.

## Out of Office Assistant (Out of Office)

1. Click Settings icon.
2. Click **Set automatic replies**.
3. Click Send automatic replies radio button.
4. Indicate preferences.
5. Click **save** when done. 

To get back to your mailbox, click .

## View Calendar


1. Click **Calendar** on the Navigation Bar.
2. Choose calendar view. Click **day**, **work week**, **week** or **month**.

 day work week week month

3. Click on the day to view appointment details. Details will appear to the right of screen.

## Calendar Viewing Options

1. Click Settings icon, then click **Options**.
2. Click **settings** (in menu to the left)
3. Click **calendar**.
4. Complete Appearance section, as appropriate.
5. Click **save**.


To get back to your mailbox, click .

**Please Note:** These features are not available in the Web App

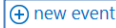
- Spell Check
- (Recall) Retract
- Alerts

## Signature


1. Click Settings icon, then click **Options**.
2. Click **settings** (in menu to the left)
3. Type signature in Email Signature Box.
4. Click **save** when done.

To get back to your mailbox, click .

## Enter Appointment

1. Click **Calendar** on the Navigation bar, click **new event**. 
2. Complete **Event**, **Location** and **Attendees** as appropriate.
3. Complete **Start**, **Duration**, **Show as**, **Reminder** as appropriate.

**Note:** To set a recurring appointment, complete the **Repeat** option.

**Note:** To add a category, click . Click **categorize**, then choose a category.

4. Click **save**.

## Address Book

1. Type in Search box first or last name.


 search Mail and People

2. Click **Search Content and Directory**.


 Search Contacts & Directory


3. To send email to person, click email address under send email.

contact notes organization  
send email  
KDay@addev1.unm.edu

To get back to your mailbox, click .

## Rules

1. Click Settings icon, then click **Options**.
2. Click **organize email**.
3. Click  then choose the appropriate option.
4. Type a name for new rule.
5. Complete other fields as appropriate.
6. Click **save**.

To get back to your mailbox, click .

**Note:** For more help or detailed instructions, please see the HSCLink webpage. View "Rules" tipsheet.

## Resources

- HSCLink webpage for tipsheets and information <http://hsc.unm.edu/email/>
- Lynda.com for online training <http://lynda.unm.edu/> Login using your UNMNetID